

Watts Healthcare Corporation



Chief Physician - Primary Care (Adult Medicine & Same Day Clinic)

Reports to: Chief Medical Officer

Direct Reports: Staff Physicians SDAC & Adult Medicine

Status: Exempt

Effective Date: 1/4/2024

Position Summary:

Under the direction of the Chief Medical Officer, the Chief Physician is assigned oversight of a specific health center or clinics within the organization. The Chief Physician - Primary Care (Adult Medicine & Same Day Clinic) will provide oversight to Watts Health Center's Adult Medicine and Urgent Care practices, which deliver care from early adulthood to an ethnically and socially diverse patient population, in accordance with protocols, policies and procedures, while ensuring a quality delivery of care and services.

This position will provide professional leadership and training to staff physicians, physician residents, advanced practice practitioners, medical and other students, professional and support staff to enhance their professional/patient care skills. The Chief Physician is expected to provide care and manage an assigned panel of patients.

This role will also support value-based goals in a Patient Centered Medical Home through the application of experience to advance provider efficiency and enhance patient safety outcomes. This role will also align workplace priorities with the following: improve the patient experience of care, improve health outcomes, reduce waste in the workflow and contribute to provider satisfaction.

Essential Functions and Responsibilities:

1. Provide clinical oversight to primary care and same day services, and support strategies and specific objectives for each sub-department.
2. Advise on clinical processes and workflows. Partner with clinical and department leads on continuous improvement activities where applicable.
3. Serve as an advisor to the Chief Medical Officer on matters that affect WHCC's internal medicine clinical practice, to ensure that patient care policies, practice protocols, and organizational policies continually align with industry standards and best practices.
4. Lead in the development of clinical policies and procedures that affect internal medicine clinical practice across the Watts Healthcare system.
5. Support integrated care processes across the system to ensure value based care for WHCC Managed Care portfolio.
6. Support training activities for clinicians and providers across the health system.
7. Establish the standards of professional conduct for the medical staff under supervision within the comprehensive health center.
8. Consult with students, resident physicians and other professional and support staff regarding care and treatment of patients and supervises/mentors them in management of illness.

9. Establish annual goals, objectives, strategies, and makes recommendations for improvement activities.
10. Participate in improving the quality of care including participation in peer review, setting clinical standards for medical support staff, and monitoring quality of medical services to patients.
11. Manage the response to all quality of care and/or treatment plan grievances that are presented to the Adult Medicine and Same Day Clinic departments.
12. Meets and consults with other staff providers on an on-going, basis to discuss clinical concerns and opportunities for care improvement.
13. Participate in team meetings and provides input on general operational issues to improve the quality of health care delivery to create and monitor protocols/guidelines for patient care and uniformity of documentation.
14. Monitors strict adherence to universal precautions as established by the Center for Disease Control and Prevention, Occupational Safety and Health Administration, DHS and other clinic standards.
15. Establish and maintain effective and positive working relationships with representatives of outside agencies, government entities, vendors, as well as other clinicians, volunteers and staff; represents the clinic site when appropriate.
16. Ensure patient/client confidentiality in accordance with HIPAA privacy regulations; demonstrate complete discretion when discussing patient information.
17. Practice cost-effective medicine by monitoring the appropriate use of practitioner laboratory and prescription utilization in line with clinic preferred laboratory and drug formulary.
18. Complete electronic health record and other systems documentation for clinic sessions in a timely manner ensuring accuracy and completeness to ensure the clinic can collect funds for the services; ensures maintenance of electronic health records/documents in accordance with clinic policies and procedures, contractual obligations, regulations and funding sources.
19. Maintain a working knowledge of medical and other clinically related skills through reading, participation in seminars and other educational opportunities and personal contacts/professional memberships in the field; ensures timely completion of continuing education required to maintain licensure.
20. Integrate evidenced-based medicine concepts into all aspects of the internal medicine program at Watts Health Center.
21. Participate as a member of the clinic's management team; promote the clinic's goals and philosophies to staff; participates in committees; and actively cooperates with others in support of the clinic's goals.
22. Participate as a licensed clinician in Watts Healthcare's Emergency Operations, as needed per the commitments and responsibilities of WHCC.
23. Resolve problems relating to patient complaints and grievances.

Secondary Responsibilities:

24. Serve as the lead clinician advisor on special and high impact projects as directed by the office of the Chief Medical Officer (CMO). This position may be tasked with leading special projects on behalf of the CMO.
25. May lead clinical and quality meetings as directed by the Chief Medical Officer.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Position Requirements: These are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines.

1. Licensed, Board Certified as an MD or DO in the State of California with prescriptive authority and current DEA certification required. Masters of Public Health (MPH) or Masters of Business Administration (MBA) highly preferred.
2. 3-5 years of experience in healthcare management at a physician group practice. Experience in a federally qualified health center environment, with a working knowledge of direct outpatient care and management methods and practices in a community clinic setting is preferred.
3. A minimum of three years' experience in a primary care and/or acute care setting
4. To perform effectively in this position, the incumbent must have and maintain a valid license to practice medicine in the State of California, with no pending or previous disciplinary action from any state licensing entity
5. Completion of residency in Internal Medicine and board certification or eligibility in **specialty**.
Current DEA license and BCLS certificate
6. Successful appointment and reappointment to the clinical staff
7. Working knowledge of state-of-the-art medical scientific and treatment methods in area of specialty
8. An understanding of current medical, educational and psychosocial intervention procedures
9. Ability to perform clinical duties within established guidelines in an organized, efficient manner.
10. Ability to relate and communicate well to all cultural and ethnic groups in the community, including fluency in written and spoken English. Bi-lingual skills in written and spoken Spanish are preferred.
11. Basic knowledge of local, state and federal regulations relating to care of patients in a clinic setting; and prior experience with county, state and federal programs such as CHOP, FPACT, EWC, Medi-Cal, Medicare, BPHC, FTCA and Title X is preferred.
12. Knowledge of common safety hazards and precautions sufficient to maintain a safe work environment
13. Skill in identifying problems and recommending solutions in a clear, concise and proactive
14. manner, including recognition and resolution of costly errors
15. Ability to develop and maintain cooperative relationships with staff members, patients and other clinicians and work as a member of a multi-disciplinary team
16. Ability to complete and maintain records in accordance with procedures utilizing an electronic health record system and Microsoft Office programs to deal within work schedules and sites
17. Current California driver's license and State-required insurance when using personal vehicle on clinic business and a driving record acceptable to the organization and/or its insurance carrier.
18. Willingness to commit to the philosophy and goals of Watts Healthcare.

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OTHER SKILLS and ABILITIES:**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

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ACKNOWLEDGEMENT OF RECEIPT

By signing below, I acknowledge that I have received a copy of my Job Description. I understand that I may be asked to perform responsibilities and duties not listed in the description and that my duties may change at any time, according to the clinic's needs. Nothing in this position description is intended to create a contract of employment of any type. Employment at Watts Health is strictly on at "at-will" basis.

Employee Printed Name

Employee Signature

Date

I certify that I have discussed the position description with the employee

Supervisor Printed Name

Supervisor Signature

Date